

bower bailey

SOLICITORS

Location: Swindon

Post: Solicitor or Professional Equivalent – Residential Conveyancing

Salary: Commensurate with experience

We are seeking an enthusiastic and experienced residential conveyancing lawyer to join the Residential Conveyancing Team in our Swindon office.

Key Responsibilities

- A fee earning role dealing with a mixed caseload of residential property transactions, including sales, purchases, freehold, leasehold, and re-mortgages with minimal supervision
- Managing a small team of support staff and delegating work appropriately
- Maintaining a consistent level of excellent client service
- Growing a network of contacts and clients to generate new referrals
- Assisting the partners to evolve the business development strategy for the residential conveyancing team

Knowledge and Experience

- Qualified solicitor or professional equivalent (c.3+ PQE)
- Detailed knowledge and technical expertise in dealing with a mixed residential property caseload
- Experience in building and maintaining professional and client relationships
- Experience of generating own client base
- Experience of managing and working with support staff
- Good billing and financial hygiene
- Up to date understanding and commitment to risk management and compliance
- Competent with IT applications such as Word, Excel and Outlook, and experience on case management systems

Key Attributes

- Possess excellent organisational skills with the ability to effectively prioritise
- Have a commercial and creative mindset
- Ability to identify problems, recommend solutions and work on own initiative
- Takes responsibility for personal and professional development and ensures compliance with any compulsory professional education requirements
- A strong team player who supports colleagues and the work of the team
- Have excellent verbal and written communication skills and display the ability to form a good working rapport with clients and third parties.

Application: Please apply with covering letter and CV to **Stephanie Nunley**.
Email: snunley@bowerbailey.co.uk